



K A N S A S

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MEMORANDUM

TO: Human Resource Managers
FROM: Robbie Berry
DATE: October 27, 2003
SUBJECT: Federal & State Posting Requirements

As you know, Federal and Kansas State law requires that certain posters/notices be displayed in an area accessible to employees, typically official bulletin boards. A recent request for a listing of the documents that must be posted provided us an opportunity to update our own bulletin boards. We found the information provided on the Department of Labor website (http://www.dol.ks.gov/ES/html/posters_DBR.html) to be invaluable. We are providing the information to you, in hopes that you will also find it useful.

A special thanks to Kim Tatum, Kansas Commission on Veterans Affairs, for notifying us of the updates to the Equal Employment Opportunity Commission (EEOC) poster. The new language on the EEOC poster is an added provision that includes special disabled veterans under the "Vietnam Era and Special Disabled Veterans" section and a new section on "Retaliation." The revision date for this poster is September 2002. The EEOC has stated that the previous edition of the poster is useable until they have an opportunity to distribute the revised poster.

Please take this opportunity to check your bulletin boards to ensure they include the most current information for your employees. Many of the posters are easily accessible to print online and are available free of charge. Please do not hesitate to contact me at Robbie.Berry@da.state.ks.us if you have any questions or would like us to provide a set of these posters for your agency. Thank you!

Attachments

Required State Posters

Title Revision Date	Source	Call to Order
Equal Opportunity in Employment Equal Opportunity in Public Accommodations (English) Equal Opportunity in Public Accommodations (Spanish)	Kansas Human Rights Commission http://www.khrc.net/publication.html	(785) 296-8665 1-888-793-6874
Child Labor May 2000 <i>NOTE: This poster is required if an agency employs an individual(s) under 18 years of age.</i>	Kansas Department of Human Resources, Employment Standards http://www.hr.state.ks.us/home/html/clp.pdf	(785) 296-4062
Unemployment Insurance February 2000	Kansas Department of Human Resources, Employment Standards http://www.hr.state.ks.us/home/html/posters.htm	(785) 296-4062
Employee Right to Communicate or Whistleblower's Act (Kansas Civil Service Act)	Kansas Statute No. 75-2973 http://kslegislature.org/cgi-bin/statutes/index.cgi	
Worker's Compensation June 2000	Kansas Department of Human Resources, Employment Standards http://www.hr.state.ks.us/home/html/posters.htm You can obtain a color poster with specific contact information for employees who need help or information on their claim. Please contact Doug.Hollandsworth@da.state.ks.us	(785) 296-4062 (785) 296-3569 DPS
Americans with Disability Act Notice to the Public August 1998 <i>NOTE: This notice is currently being revised. You will be notified when the revised notice is available.</i>	Letter format from the Secretary of Administration. Contact Anthony Fadale, State ADA Coordinator at Anthony.Fadale@da.state.ks.us	(785) 296-1389

Agency-Specific

The following are agency-specific policies and procedures that may be helpful to employees by having this information easily accessible on agency bulletin boards. The policy on Harassment is required to be posted by January, 2004.

- Policy on Harassment: Sexual Harassment and Other Prohibited Harassment. The Governor issued Executive Order 03-13 requiring agencies to update their Sexual Harassment policies and post by January, 2004.
- Workplace Violence Policy
- Grievance Procedure
- Performance Review Appeal Process
- Other Agency policies, such as the Inclement Weather Policy, Policy on Access and Tuition Assistance Policy.

Required Federal Posters

Title Revision Date	Source	Call to Order
The Equal Employment Opportunity (EEO) September 2002	Office of Federal Contract Compliance (OFCCP) - EEOC http://www.dol.gov/esa/regs/compliance/posters/pdf/7975epos.pdf	1-800-669-3362
Fair Labor Standards Act (FLSA) Minimum Wage Poster Publication WH 1088 October 1996	U.S. Department of Labor – Employment Standards Administration Small color poster - http://www.dol.gov/esa/regs/compliance/posters/pdf/minwageP.pdf Small B&W Poster - http://www.dol.gov/esa/regs/compliance/posters/pdf/minwagebwP.pdf	(816) 426-5481
*Employee Polygraph Protection Act (EPPA) September 1988 WH Publication 1462	US Department of Labor – Employment Standards Administration Color Poster - http://www.dol.gov/esa/regs/compliance/posters/pdf/eppac.pdf B&W Poster – http://www.dol.gov/esa/regs/compliance/posters/pdf/eppabw.pdf	Toll-free 1-(866) 487-9243
Family and Medical Leave Act (FMLA) Publication WH 1420 August 2001	U.S. Department of Labor - Employment Standards Administration http://www.dol.gov/esa/regs/compliance/posters/pdf/fmlaen.pdf	(816) 426-5481

NOTE: The State of Kansas is not covered by OSHA and is not required to display their poster.

**Every employer subject to the Employee Polygraph Protection Act (EPPA) shall post and keep posted on its premises a notice explaining the Act. Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can readily be observed by employees and applicants for employment.*

Other Federal Posters You May Need

Although unlikely, under certain circumstances, you may need one or more of the following posters. Click on the link for more information.

Davis-Bacon Poster - <http://www.dol.gov/esa/regs/compliance/posters/davis.htm>

Notice to Workers with Disabilities - <http://www.dol.gov/esa/regs/compliance/posters/disab.htm>

Migrant and Seasonal Agricultural Worker Protection Act (MSPA) Poster -

<http://www.dol.gov/esa/regs/compliance/posters/mspaensp.htm>

Service Contract Act / Walsh-Healey Poster - <http://www.dol.gov/esa/regs/compliance/posters/sca.htm>